



STANDARDS OF APPRENTICESHIP
adopted by

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

(sponsor)		
<u>Skilled Occupational Objective(s):</u>	<u>DOT and/or SOC</u>	<u>Term</u>
BOILERMAKER (FIELD CONSTRUCTION AND REPAIR)	805.261-014	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

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By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

These Western States Area Apprenticeship Standards have as their object the training of Boilermakers, skilled in all phases of the erection and repair Industry.

These Standards have been developed by the construction locals of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, forgers and helpers with jurisdiction in the Western States Area and the employers signatory to the articles of agreement covering the Western States Area and assisted by the Department of Labor & Industries, Apprenticeship and Training Section.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

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use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The Geographical area covered by these Standards shall be the states of Washington, Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming and Colorado. Applicants and apprentices: Please note that while the State of Washington has no responsibility or authority in the states of Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming, and Colorado, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the state that applies.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Eighteen (18) years of age.**

Education: **High School Diploma or GED.**

Physical: **None**

Testing: **None**

Other: **None**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

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A. Selection Procedures:

- 1. Applications shall be accepted year round but at least once a month at the local level by the Local Apprentice representative. All persons requesting an application shall have one made available upon signing the applicant log.**
- 2. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.**
- 3. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.**
- 4. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.**
- 5. The Local Area Representative will review the applications received from applicants, checking for completeness.**
- 6. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to insure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements will be notified in writing by the Area Coordinator of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.**
- 7. The Area Joint Apprenticeship Committee will utilize selection method #2 (Random Selection from Pool of Eligible Applicants).**
- 8. Supervision of the random selection process shall be done by an impartial person(s) selected by the Area Coordinator. This person(s) will not be associated with the administration of the apprenticeship program. The processing of the list must be witnessed by an independent party.**
- 9. The time and place of the selection and the number of apprentices to be selected shall be done following the Screening Orientation and at the same location as the Screening Orientation. It shall be announced. The place of the selection shall be open to all applicants and the public. The names of the apprentices drawn by this method shall be posted immediately**

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following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.

10. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.
11. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.
12. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received from applicant addresses/phone numbers.
13. If the applicant cannot be reached by phone within two (2) days, a certified letter, return receipt requested, will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.
14. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during two (2) year period they were in the eligibility pool will be required to reapply.

B. Equal Employment Opportunity Plan:

1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
2. Internal Communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take necessary action to aid the sponsor in meeting its obligations under these rules.
3. Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.

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- 4. Granting advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be a minimum of 6,000 hours of reasonable continuous employment over a four-year period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall not exceed the first six months or 1000 hours of reasonable continuous employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices shall be one (1) apprentice to be employed on each job of five (5) journey-level workers.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	85%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The following are the major phases of the Boilermaker trade in the field erection and repair industry, and the work processes will be the application of the operations on tank and water construction and repair, refinery construction and repair, boiler erection and repair, nuclear reactors and reactor, boiler components erection and repair, and such work as related to the Boilermaker trade.

<u>A. Boilermaker:</u>	<u>Approximate Hours</u>
1. <u>Care and Maintenance of Tools and equipment</u>	100
a. Learning names o tools and equipment	
b. Learning use of tools and equipment	
c. Care and maintenance	
d. Handing out tools and inventory	
2. <u>Rigging and Bull Gang</u>	1500
a. Unloading and Handling	
b. Use of Hoisting Equipment	
(1) Come-along	
(2) Chain falls	
(3) Erecting and dismantling derricks and cranes.	
Working with derrick and cranes	
(4). Use of signals and safety	
c. Use of Tackle	
(1) Block and tackle	
(2) Chokes, cables and chain	
(3) Proper use of knots and splicing	
(4) Proper use of clamps	
(5) Safety	
d. Moving Pieces	
(1) Rollers	
(2) Levers	
(3) Use of tackle, come-alongs and chain-falls	
(4) Safety	

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3. General Erection1800

a. Steel erection in Boilermaker Jurisdiction

- (1) Designating location of members**
- (2) Raising in place**
- (3) Fitting up, assembling and connecting (except welding)**
 - (a) Use of spud wrench, pins and spacers Uls and wedges, bull and drift pins, jacks, clips, strongbacks and key plates.**
 - (b) Drilling, reaming, chipping, caulking and grinding.**
 - (c) Bolting up**
 - (d) Tack welding**
- (4) Alignment: Use of level, plumb, tape and ruler**
- (5) Connecting**
 - (a) Drilling, reaming, chipping, caulking and grinding**
 - (b) Bolting up**
 - (c) Riveting**

4. Tube Installations400

a. Entering

- (1) Use of come-alongs and entering devices**
- (2) Lipping**

b. Setting and aligning

- (1) Use of spacers**
- (2) Use of strong-backs**

c. Getting proper stock

- (1) Signals (sound and lights)**
- (2) Come-alongs**
- (3) Piece of stock**
- (4) Boiler code**

d. Rolling

- (1) Use of erectors' guides, or**
- (2) Proper selection of the following: Expanders, rollers, pins and mandrelis**
- (3) Use of rolling machines**
 - (a) Pneumatic, electric and ratchet**
 - (b) Lubricants**
- (4) Use of gauges and signals**
- (5) Heavy tube sheets**
- (6) Entering and connecting baffles**
- (7) Testing**
 - (a) Visual**

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- (b) Water (use of hydro-static pump)
- (c) Air
- (d) Use of gauges

5. Use of Blue-print and Lay-out400

- a. Use of prints to design-ate the following:
 - (1) Locating parts at unloading
 - (2) Moving parts to job location
 - (3) Parts to be hoisted into position
 - (4) Use of bench mark
 - (5) Symbols
- b. Layout
 - (1) Use of precision measuring devices
 - (2) Marking for correcting, re-cutting and fitting
 - (3) Directing, cutting and fitting of parts
 - (4) Geometric measuring of parts, tube holes, etc.
 - (5) Working with foreman

6. Welding and Burning1500

- a. Electric welding, heli-arc or other methods of machine welding
 - (1) Proper adjustment of machines
 - (2) Application and use of electrodes on all metals, ferrous and non-ferrous
 - (3) Metal spraying and hard facing
- b. Acetylene
 - (1) Proper adjustment, gauges and torch
 - (2) Application and use of electrodes on all metals, ferrous and non-ferrous
- c. Burning
 - (1) Acetylene
 - (2) Arc (cutting gouging)
 - (3) Machine methods
 - (4) Adjusting and operating equipment
 - (a) Ferrous
 - (b) Non-ferrous

7. Nuclear Plant Construction - Reactors150

- a. Theory - types
 - (1) Power
 - (2) Propulsion
 - (3) Heating
- b. Research

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- c. **Problems peculiar to atomic energy**
Those elements which would not be covered in other section, i.e., Radiation, Radiation Protection, Requirements for joints of high integrity.

8. Miscellaneous150

- a. **Drilling**
- b. **Bending and straightening tubes**
- c. **Scaffolding**
- d. **Other duties outside of trade**
- e. **Working, with Stewards**
 - (1) **Grievances and agreements**
 - (2) **Reports**

TOTAL HOURS: 6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- () Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- () Training trust
- (X) Other (specify): **will attend local area classes when available.**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Apprentices employed under these Standards are required to take a course of studies related to the trade being learned. This course normally will require a MINIMUM of 144 hours of study each year. This required study will be done away from the job and cannot be counted as hours worked.**
- B. The apprentice will also be required to complete 21 On-The-Job (OJT) Modules throughout their four (4) year program. If further related studies are added during the course of their apprenticeship, the apprentice may, or may not, be required to complete said studies.**
- C. The apprentice is not to contact the main supplier of related studies, but is to contact the area office for any material or information he/she may need in relation to studies.**
- D. The apprentice will complete the lesson assignments in the proper order and mail them to the area office in the envelopes provided.**
- E. Grades and pertinent information will be recorded in the personal file of the apprentice. Graded lessons will then be returned to the apprentice.**
- F. The material required for one year's lessons is sent to the apprentice at one time. For the purpose of identification, social security numbers will be used.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Applicants must sign the Boilermakers Apprenticeship and State Agreements, on or before, date of dispatch (registration).**
- 2. Work report and progress forms are supplied to the apprentice from the time of registration. Apprentices must mail completed, signed work report forms to the Area Coordinator's office NO LATER THAN THE TENTH (10th) DAY OF EACH MONTH.**
- 3. Apprentices MUST keep a current address and phone number with their local union and the Area Coordinator's office AT ALL TIMES.**
- 4. If an apprentice is injured, or is having physical and/or personal problems that will interfere with their training program, they MUST advise the local AND Area Coordinator IMMEDIATELY, so arrangements can be made for a temporary leave of absence, if appropriate, and in accordance with current policy.**
- 5. Apprentices will be required to pay apprenticeship fees before advancing from one class year to another.**
- 6. The apprentice will be issued a set of 21 On-Job-Training Modules (OJT's). These modules are to be completed and then signed off either by a supervisor on the job or by an instructor in a recognized classroom setting. All 21 OJT's must be completed over the four-year program. However, due to nature of the trade, there will be no specific order in which the OJT's are to be completed.**
- 7. Apprentices that are behind in OJT's and/or Work Reports will be benched by the Area Coordinator's office. The Area Coordinator's office can bench the apprentice and/or the Local Apprenticeship Committee can request the apprentice be benched. The Apprentice will remain benched until they have brought themselves current.**
- 8. The apprentice will be scheduled to appear before the next Local Apprenticeship Committee Meeting following the bench, in order to review their current status. The committee will send their review and recommendations on said apprentice to the Area Coordinator's office.**
- 9. If an apprentice fails to become current they will be recommended for termination from the program by the Local Committee and/or the Area**

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Coordinator's office. The Western States Area Committee will make the final decision on any apprentice being terminated from the program.

10. Termination from Job for Cause:

- a. When a report is received from the Local Coordinator and/or company that an apprentice has been fired for "cause," i.e. drinking on the job, drug abuse, absenteeism, insubordination, failure to observe safety regulations, sleeping on the job, etc., the Local Coordinator will "Bench" said apprentice as per the National Joint Referral rules with a copy of the Bench Notice going to the Area Coordinator's office.
- b. An apprentice does not have the "privilege" of refusing work assignments when offered nor voluntarily "quitting" a job without prior authorization from their Local Coordinator. The Apprentice will be "Benched" as per National Joint Referral Rules with a copy of the Bench Notice going to the Area Coordinator's office. The apprentice will be "Benched" if any such report is received from the Local Coordinator and/or company.
- c. If, after investigation, the Local Coordinator has determined that "Bench" is unjustified, they must write to the Area Coordinator, stating circumstances, and request that said apprentice be released from "Bench" Status.
- d. After two (2) "Benches," for any reason, said apprentice will automatically be scheduled to appear before their Local Apprenticeship Committee for review.

IF AN APPRENTICE IS BENCHED THREE (3) TIMES DURING THE COURSE OF THEIR PROGRAM, FOR ANY ONE (1) (OR COMBINATION THEREOF), OF THE ABOVE OFFENSES, THEY WILL BE RECOMMEND FOR TERMINATION FROM THE APPRENTICESHIP PROGRAM

11. Complaint Procedure

- a. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or gender, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor or at the apprentice or applicant's election, with the private review body

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established by the Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.

- b. The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint must be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the Equal Opportunity standards.
- c. The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedure.

12. Maintenance of Records

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the U.S. Department of Labor.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

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- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name

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- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A majority of both the Union and the Employer members of the Area Committee will constitute a quorum. In cases of vote, an equal number will be cast by the Employer and the Union.

Program type administered by the committee: **GROUP JOINT**

The Western States Area Joint Committee is composed of an equal number representing the Union and the Employer's Association, preferably, at least a total of six (6). Where no employer association exists, a Committee may be formed with volunteers from that area.

The Area Committee will meet semi-annually, and special meetings may be called by the Chair, with due notice to all members. A representative of the Registration Agency may be invited to attend these meetings

The employer representatives shall be:

**Stanley R. Miller, Chairman
PSF Industries
PO Box 3747
Seattle, WA 98124**

**Dean Andrisevic
Babcock & Wilcox
13600 Wyandotte
Kansas City, MO 64145**

**Jeff Teather
Bechtel Const. Co.
S. Beal Street
PO Box 193965
San Francisco, CA 94119-3965**

**Larry Jansen
ARB
26000 Commercentre Dr
Lake Forest, CA 92630**

**Jerry Bennett
C/O Alstom
2360 NW Marine Dr
Troutdale, OR 97060**

**John Baer
CB & I Services
1001 Galaxy Way #106
Concord, CA 94520**

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The employee representatives shall be:

**Joseph Stinger, Secretary
Int'l Boilermakers IVP
753 State Ave #669
Kansas City, KS 66101**

**Ed Marquez
Boilermakers Local 92
2260 Riverside Avenue
Bloomington, CA 92613**

**Robert Hall
Local 11
PO Box 1286
E. Helena, MT 59635**

**Allen Meyers
Boilermakers 627
2345 W Thomas Road
Phoenix, AZ 85015**

**Henry McCoy
Boilermakers Local 101
6005 E Evans Ave #201
Denver, CO 80222**

**Gary Evenson, IR
4500 U Rockwood Dr
Tucson, AZ 85741**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

Local #242 Spokane

The employer representatives shall be:

Jim McCarry - PSF Industries

Mike Siplizio, CBI

The employee representatives shall be:

**Marion Liebman
C/O Boilermakers Local 242
N 6404 Pittsburg
Spokane, WA 99207**

**Marlin McCurdy
C/O Boilermakers Local 242
N 6404 Pittsburg
Spokane, WA 99207**

**Brad Barton - Alternate
C/O Boilermakers Local 242
N 6404 Pittsburg
Spokane, WA 99207**

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Local #502 Tacoma

The employer representatives shall be:

**Jeff Brown, PSF
PO Box 3747
Seattle, WA 98124**

Ron Baker, CH Murphy

**Jim McCarry, PSF, Alternate
PO Box 3747
Seattle, WA 98124**

The employee representatives shall be:

Dale Mason

Ed Richardson

Jim Riddings, Alternate

Dave Southwell, Alternate

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Kyle Evenson
PO Box 1300
Benson, AZ 85602**